



# City of Milpitas PRESCHOOL TEACHER

(Part-Time/Non-Benefited)  
APPLY IMMEDIATELY

**DEFINITION:** Under direction of the Preschool Coordinator, provides a developmental learning environment for preschool children ages 3-5 years.

**PROGRAM:** The Milpitas Preschool program operates Monday-Thursday from 8:00am-4:00pm at the Milpitas Community Center. The program is divided into two separate classes, Animal Crackers for ages 3-4 and KinderKids for ages 4-5. A total of 130 preschoolers will be served during a school year (August 2008-May 2009).

**SALARY:** Up to \$12.65/hr

**ESSENTIAL DUTIES & RESPONSIBILITIES:** Duties may include, but are not limited to:

- Plan and organize meaningful daily activities with specific learning objectives within established program goals
- Close supervision of the children at all times. Teachers need to circulate and be alert to aid children in problem solving, safety and creative learning
- Provide daily activities that encourage a nurturing learning environment with good listening and understanding of each child
- Implement and maintain health, safety and service standards, including current basic First Aid/CPR certification
- Build strong relationships with co-workers, children and families; utilize effective communication skills for team-building and professional growth
- Maintain and help organize a variety of program records including attendance, incident reports, special events, etc.
- Attend preschool-related special events and trainings
- Completes routine preschool maintenance tasks such as, sweeping, table and room clean up, and other related duties

## **MINIMUM QUALIFICATIONS:**

### Education/Experience:

- Minimum of 12 semester units of Early Childhood Education (preferred but not required)
- First Aid/CPR Certifications (must obtain within the first 60 days of employment)
- Minimum of 1 year working with children in a classroom setting

### Knowledge of:

- Knowledge of current Early Childhood best practices and principles
- Knowledge of child development, especially age group characteristics of preschoolers

## **TO APPLY**

Submit a completed City of Milpitas application and copies of transcripts (if applicable) to:

City of Milpitas  
Human Resources Department  
455 E. Calaveras Blvd.  
Milpitas, CA 95035

Applications available on the City website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under employment), at the following City facilities: City Hall, Senior Center, Sports Center and Community Center, or by calling Acting Preschool Coordinator, Juliet Barana at (408) 586-3204 or by email: [jbarana@ci.milpitas.ca.gov](mailto:jbarana@ci.milpitas.ca.gov)

